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ABSTRACT

This guide to the Americans with Disabilities Act (ADA) presents brief descriptions of all five of the law's titles, and then focuses on the employment provisions of the ADA in Title I. It outlines who must comply with the law, who is protected by it, and how employers comply with the law. The booklet then provides descriptions of government and nonprofit agencies that can supply information concerning employment for individuals with disabilities. The 19 agencies are predominantly Florida resources, though regional and national resources are also represented. For each agency, information provided includes the address, telephone number, contact person, mission statement, and a list of types of services. A bibliography of 28 published materials and 6 videos about the ADA is also included. (JDD)

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ADA

A RESOURCE GUIDE TO TITLE I IN FLORIDA

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PREPARED BY

STATE OF FLORIDA

HRS

DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES

AMERICANS WITH DISABILITIES ACT

A RESOURCE GUIDE TO TITLE I IN FLORIDA

PREPARED BY

THE FLORIDA GOVERNOR'S ALLIANCE FOR
EMPLOYMENT OF DISABLED CITIZENS, INC.
345 S. Magnolia Drive, Suite D-11
Tallahassee, Florida 32301
(904) 487-2222; (904) 487-2223 (TDD)

IN COOPERATION WITH

THE FLORIDA DEPARTMENT OF HEALTH AND
REHABILITATIVE SERVICES — Drug Abuse and Mental Health Program Office
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Tallahassee, Florida 323399-0700
(904) 487-1301 Voice/TDD

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

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FLORIDA GOVERNOR'S ALLIANCE FOR THE EMPLOYMENT OF DISABLED CITIZENS, INC.

The Florida Governor's Alliance for the Employment of Disabled Citizens was established in 1986 by Governor Bob Graham in response to concerns, particularly from agencies serving people with disabilities, that there was no body at the state level to advocate and recommend policies for consideration by the Office of the Governor on employment of individuals with disabilities.

The Governor appointed a Governor's Board from nominations submitted by the 24 service delivery areas administering the Job Training Partnership Act and relevant state agencies. The board was closely aligned to the State Job Training Coordinating Council, which was responsible for developing employment and training policies for Florida's workforce. It was also designated by Governor Graham as state liaison to the President's Committee on Employment of People with Disabilities in Washington, D.C.

Some of the accomplishments of the board to date include:

- A set of directives and available technical assistance to service delivery areas in order to meet the Governor's goal to increase the placement of disabled job seekers by 10% annually in each service delivery area in Florida;
- An analysis of the corporate benefits of programs such as BKapable sponsored by Burger King Corporation of Miami and located in four major Florida markets;
- Cosponsorship with the President's Committee of a national meeting for 4200 attendees in Tampa in support of then-pending Americans with Disabilities Act (ADA);
- Statewide participation in National Disability Employment Awareness month with proclamations of the Cabinet and Governor and a statewide program of awards for outstanding employers of people with disabilities and employees with disabilities;
- Inclusion of provisions for career planning for students with disabilities in postsecondary education in a study prepared by the Postsecondary Education Planning Commission;

- The establishment of five Mayors' Alliances in cities in Florida to address issues of concern to local residents with disabilities;
- A set of recommendations to the Office of the Governor regarding coordination strategies to implement provisions of the ADA.

This publication represents another activity undertaken by the Board of the Florida Governor's Alliance for Employment of Disabled Citizens in the interest of improving services to individuals with disabilities in the State of Florida.

FLORIDA DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES- ALCOHOL, DRUG ABUSE, AND MENTAL HEALTH PROGRAM OFFICE

The mission statement of the Alcohol, Drug Abuse and Mental Health Program of Florida is based in *Florida Statutes*, Chapters 394, 396, 397, 916, 917, which define the focus of publicly funded services for persons who are mentally ill and/or are addicted to drugs. The laws place priority on serving those persons who are most seriously affected but also provide for prevention and early intervention programs. The Florida Statutes stress that programs shall be researched and evaluated for effectiveness.

The mission statement, based on shared values and focused on the outcome of more fulfilling lives for persons who are mentally ill or addicted, is as follows:

- Provide, promote and evaluate a system of programs and activities which meet the needs of individuals, their families and communities by addressing the effects of alcohol and other drugs, emotional disturbances and mental illness and by meeting recognized standards for quality care;
- Provide and promote through public and private partnership the opportunity for persons affected by alcohol and drug abuse and mental illness to live, work and grow as part of the community in a manner which is safe for them and others;
- Promote citizen involvement, education and responsibility in the planning and delivery of an effective and accountable system of services.

AN OVERVIEW OF THE ADA

If you are an employer and you haven't already heard about the Americans with Disabilities Act (ADA) or details regarding the ADA's Title I provisions, you may find that this publication can save you a lot of time and money. If you are a consumer or other interested party, you may also find this information helpful in learning more about the ADA.

The ADA is a civil rights statute which was signed into law by President Bush on July 26, 1990. It prohibits discrimination against people with disabilities by offering such individuals protection similar to the protection given to women, minorities, and others by the enactment of the Civil Rights Act of 1964. It is divided into five sections or titles, each with its own effective dates and regulations. Although this resource guide focuses on Title I of the ADA, details regarding all titles of the ADA are discussed below.

Title I of the ADA addresses all aspects of hiring and employing an individual with a disability. This publication can provide you the information and resources you may need in order to comply with the act regarding employment of one of the 43 million Americans with disabilities without breaking the law or going to court. This resource guide contains a basic outline of the ADA's Title I provisions and provides a listing of agencies and organizations that can offer further assistance to employers seeking to implement the necessary provisions of the ADA in businesses throughout Florida. Please see the next section in this publication entitled, "Questions and Answers on Title I of the ADA," for the effective dates regarding the various regulations discussed in Title I of the ADA.

Title I regulations on employment are enforced by:
U.S. Equal Employment Opportunity Commission
1801 L Street, N.W., Room 9024
Washington, D.C., 20507
(202) 663-4900 (VOICE)
(202) 663-4494 TDD
1-800-USA-EEOC or
1-800-800-3302 TDD

Title II of the ADA addresses the activities of state and local government agencies. Also regulated by this title are all aspects of public transportation including taxi cabs, rental cars, limousines, buses, light and rapid rail with fixed-route systems, paratransit, or demand-response systems and all transportation facilities. Air travel regulations regarding disabled persons are covered by the Air Carriers Access Act. These regulations are implemented by the Secretary of Transportation with various effective dates for each stipulation addressed by Title II of the ADA.

Title II provisions are enforced by:
U.S. Department of Justice
P.O. Box 66118
Washington, D.C. 20530-6118
(202) 514-0301
(202) 514-0381 TDD

For information on Title II provisions in Florida, contact:

Transportation Disadvantaged Commission
ATTN: Jo Ann Hutchinson, Executive Director
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
(904) 488-6036 Voice
(904) 922-7278 Fax
1-800-648-6084 TDD

The Transportation Disadvantaged Commission aims to ensure the availability of efficient, cost-effective and quality transportation services to transportation disadvantaged individuals. The TDC offers statewide coordination of transportation disadvantaged services. The TDC also administers TDC trust funds to assist those citizens not sponsored by any other resources.

Title III of the ADA covers public accommodations. It includes hotels, motels, inns; eating and/or drinking establishments; auditoriums, convention halls, theaters, concert halls, stadiums or other places for exhibition or entertainment; bakeries, grocery, clothing and hardware stores, shopping centers or any other sales or rental establishments; service establishments such as laundromats, banks, barber or beauty shops, funeral parlors, gas stations, accounting or law offices, health-care providers and hospitals. The effective dates for Title III vary with each stipulation.

Title III provisions are enforced by :

U.S. Department of Justice
P.O. Box 66118
Washington, D.C. 20530-6118
(202) 514-0301
(202) 541-0381 TDD
(202) 541-0383 TDD

To receive the Architectural and Transportation Barriers Compliance Board accessibility guidelines for buildings and facilities and/or final guidelines, contact:

Architectural and Transportation Barriers
Compliance Board/ATBCB
1331 F Street, N.W.
Suite 100
Washington, D.C. 20004
(202) 272-5434 Voice/TDD
1-800-872-2253 Voice/TDD

Title IV of the ADA regulates areas of telecommunications so that people with speech and/or hearing impairments are provided equal access to relay services 24 hours a day. The Act requires that television public service announcements, produced or funded whole or in part with federal funds, must also be close-captioned for the hearing- impaired. The effective date for Title IV is July 26, 1993.

Title IV provisions are enforced by:
Federal Communications Commission
Office of Public Affairs
1919 M Street, N.W.
Washington, D.C. 20554
(202) 632-7000
(202) 634-1800
(202) 632-6999 Voice/TDD

For assistance with Title IV in Florida, contact:
Florida Council for the Hearing Impaired
ATTN: Peggy A. Schmidt, Program Administrator
1709-A Mahan Drive
Tallahassee, FL 32399-0696
(904) 488-5087 Voice/TDD
(904) 488-8062 Fax

The Florida Council for the Hearing Impaired seeks solutions and makes recommendations to break down barriers, promote independence, and provide hearing impaired individuals the same opportunities to access and benefit from services available to other Florida citizens.

Finally, **Title V of the ADA** is headed "Miscellaneous Provisions" and it generally describes the ADA's relationship to other laws, explains insurance issues, prohibits state immunity, provides congressional inclusion, sets regulations by the ATBCB, explains implementation of each Title and notes amendments to the Rehabilitation Act of 1973. It also provides that state and local laws, which afford persons with disabilities greater protection than the ADA offers, remain in effect.

WHAT IS THE ADA? WHAT IS TITLE I?

- The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits the discrimination of disabled citizens in employment, public services, transportation, public accommodations, and telecommunications. It was proposed by the National Council on Disability and signed by President Bush on July 26, 1990.
- Title I refers to the employment provision of the ADA. It protects qualified individuals with disabilities from employment discrimination.
- Title I does not interfere with an employer's right to hire the best qualified applicant, nor does the ADA impose any affirmative action obligations.

WHO MUST COMPLY? WHEN DOES IT TAKE EFFECT?

- Title I prohibits discrimination in the public and private sectors and in state and local governments. The employment provision applies to employers, employment agencies, labor unions, and joint labor-management committees.
    - All businesses employing 25 or more workers must comply as of July 26, 1992.
    - All businesses employing 15 or more workers must comply beginning July 26, 1994.
    - Private membership clubs and religious organizations are exempt from Title I.

WHO IS PROTECTED BY THE ADA?

- The ADA protects approximately 43 million United States citizens who possess physical or mental disabilities that significantly limit activities such as working, walking, talking, seeing, hearing, or caring for oneself.
    - Both those individuals who have a record of such an impairment and those who are simply regarded as having such an impairment are covered by the ADA.
    - Also protected by the ADA are individuals with the AIDS virus or those who are HIV-positive.

NOTE: Employers may refuse to assign an individual with AIDS or who is HIV-positive to a job if transmission of this or one of the infectious diseases are included on the list published by the Secretary of Health and Human Services in August of 1991 and cannot be eliminated through reasonable accommodations.

- Individuals actively participating in or who have successfully completed a rehabilitation program for alcohol or drug abuse;
- Individuals incorrectly regarded as using illegal drugs.

NOTE: Employers may prohibit alcohol or illegal drug use at the workplace. Employers may also require that workers not be under the influence of alcohol or illegal drugs while on the job.

Individuals are **NOT** considered "disabled" by the ADA if:

- Individuals are currently using illegal drugs;
- Solely because an individual is a transvestite.

- Conditions NOT considered a "disability" or an "impairment" are the following:
  - Homosexuality or bisexuality
  - Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identification disorders and other sexual behaviors if NOT resulting from a physical impairment
  - Compulsive gambling
  - Pyromania
  - Kleptomania
  - Psychoactive substance use disorders resulting from illegal drug use.

WHAT ABOUT PHYSICAL EXAMINATIONS?

- Drug testing is permitted and is not considered a medical examination by the ADA.
- Pre-employment medical exams can be required if they apply to all entering employees, without regard to disability.
- Employers may not ask if an applicant is disabled or about the nature or severity of a disability.
- Exams cannot be used to determine whether a person has a disability or to evaluate its nature or severity.
- Employers may ask whether an applicant can perform job-related functions.

HOW DO EMPLOYERS COMPLY WITH THE ADA?

- Employers must ensure equal opportunity in recruiting, testing, and hiring of qualified applicants with disabilities.
- Employers must ensure equal treatment in employing, recruiting, promoting, training, laying-off, paying, firing, designating job assignments, granting leave, providing benefits and all other employment related activities to qualified workers with disabilities.

NOTE: The ADA defines a "qualified" worker as an individual with a disability who with or without reasonable accommodation can perform "essential functions" of a job held or sought. Employers are left to judge what functions are to be deemed "essential." However, a written job description, developed by the employer, before recruiting or interviewing applicants, may serve as evidence of a job's "essential functions."

- Employers must provide reasonable accommodation for workers with disabilities. This may include:
  - making facilities used by workers accessible and usable for workers with disabilities
  - restructuring jobs, setting up part-time or modified schedules, purchasing or modifying equipment or devices
  - modifying examinations, training materials, or policies
  - providing qualified readers or interpreters.
- Reasonable accommodation is required for workers with disabilities unless "undue hardship" results for the employer.

NOTE: "Undue hardship" is defined as a significant difficulty or expense for the employer. Considerations given to:

- *the nature and cost of the proposed accommodation*
- *the financial resources of the business*
- *the overall size of the business in terms of the number of workers and the number of facilities*
- *the structure and functions of the workforce.*

WHO ENFORCES THE ADA?

- Most enforcement aspects of Title I are handled by the Equal Employment Opportunity Commission (EEOC).

WHAT FINANCIAL RESOURCES ARE AVAILABLE TO EMPLOYERS COMPLYING WITH THE ADA?

- For specific information about federal disability-related tax credits and deductions for businesses contact:

Internal Revenue Service
Department of Treasury
1111 Constitution Avenue, NW
Washington, D.C. 20044
(202) 566-2000

GUIDE TO AGENCY LISTINGS

In preparing this publication, the Education and Awareness Committee of the Florida Governor's Alliance for the Employment of Disabled Citizens aimed to develop a publication that would be readily available to employers and consumers needing information on provisions contained in Title I of the ADA (Public Law 101-336). In pursuit of this objective, the committee developed an information instrument and distributed it as widely as possible to agencies and organizations that met the following criteria:

- Agencies or organizations which provide services of a statewide nature so that readers in any part of Florida could access a service described in the booklet.

- Agencies or organizations offering assistance at no cost or low cost to the interested party.

In establishing these standards, the board committee was aware of the plethora of information being offered by consultants and other agencies regarding the provisions of the ADA. However, the board committee surveyed the material available and determined that a first course of action of an information-seeker would be to request assistance offered by government and non-profit service providers. In designating a contact person for each entry, the board committee realized the possibility of resource person turnover, but felt that the advantage of having a personal contact point outweighed this disadvantage.

The list that follows is not exhaustive. However, it does represent those agencies who responded to the information instrument and who warranted inclusion in this booklet. Although the included agencies are predominately in Florida, there are references to a regional network that may be useful for some inquirers as well as references to resources available at the national level.

It is hoped that this publication will be useful and that the final outcome will result in greater advantages for individuals with disabilities to seek and retain gainful employment.

Additional copies of this booklet are available from the Florida Governor's Alliance.

Call	(904) 487-2222
TDD	(904) 487-2223
Fax	(904) 922-9619

ADVOCACY CENTER FOR PERSONS WITH DISABILITIES

2671 Executive Center Circle W.
Suite 100
Tallahassee, Florida 32301
(904) 488-9071
1-800-342-0823 (904) 488-8540 Fax
1-800-346-4127 TDD

CONTACT: Tessa Simoneaux, Information and Referral Program Director

MISSION STATEMENT:

Assist individuals with disabilities to obtain appropriate services and to protect their legal rights through Client Assistance Program, the Developmental Disabilities Protection and Advocacy Program, and the Protection and Advocacy for Individuals with Mental Illness Program

TYPES OF SERVICES:

- Information and referral
- Consultation and advice
- Mediation and negotiation
- Legal representation to eligible individuals

ASSOCIATION FOR RETARDED CITIZENS OF FLORIDA

411 East College Avenue
Tallahassee, FL 32301
(904) 681-1931
(904) 224-7386 Fax

CONTACT: Chris Schuh, Executive Director

MISSION STATEMENT:

Reduce the incidence and limit the consequences of mental retardation and other developmental disabilities through education, awareness, research, advocacy, and the support of families, friends and communities

Promote opportunities for individuals with mental retardation or another developmental disability to choose and realize their goals of where and how they learn, live, work, and access leisure activities

TYPES OF SERVICES:

- Advocacy
- Education
- Citizen lobbying
- Parent and consumer support

FLORIDA ASSOCIATION OF CENTERS FOR INDEPENDENT LIVING, INC./FACIL

1825-A Cogswell Street
Rockledge, FL 32955-3210
(407) 633-6182 Voice/TDD
(407) 633-6282 Fax

CONTACT: Barbara Bernhart, President

MISSION STATEMENT:

Promote and advocate the rights of persons with disabilities through the development of community-based, consumer-controlled CIL's which facilitate integration of persons with disabilities in all aspects of society

TYPES OF SERVICES:

- Promotion and support of the thirteen CIL's through education, information, and networking

FLORIDA ASSOCIATION OF REHABILITATION FACILITIES/FLORIDA A.R.F.

2003 Apalachee Parkway
Suite 175
Tallahassee, FL 32311
(904) 877-4816
(904) 656-0168 Fax

CONTACT: Terry R. Farmer, President and CEO

MISSION STATEMENT:

Promote the ideals and goals of organizations that serve people with physical, mental, emotional or social disabilities

TYPES OF SERVICES:

- Legislative and state agency advocacy
- Liaison and representation
- Technical assistance and consultation
- Education and training
- Information dissemination

FLORIDA COMMISSION ON HUMAN RELATIONS

325 John Knox Road
Building F, Suite 240
Tallahassee, Florida 32303-4149
(904) 488-7082
(904) 488-5291 Fax

CONTACT: Ronald M. McElrath,
Executive Director

MISSION STATEMENT:

Enforce Chapter 706, *Florida Statutes*, which is Florida's Civil Rights Act of 1992, and which prohibits discrimination against disabled persons in housing and employment

TYPES OF SERVICES:

- Investigates complaints of discrimination as a quasi-judicial state agency
- Issues Final Agency Orders as may be appropriate

FLORIDA COUNCIL FOR COMMUNITY MENTAL HEALTH, INC.

111 N. Gadsden Street
Suite A
Tallahassee, FL 32301
(904) 224-6048
(904) 224-8837 Fax

CONTACT: Baldwin V. Bunkley
President and CEO

MISSION STATEMENT:

Provide accessible, quality services to clients

Emphasize community-based services offered in the least restrictive, most appropriate setting

TYPES OF SERVICES:

- Advocacy, education/training programs
- Specialized communications
- Community-based mental health and substance abuse services

FLORIDA COUNCIL OF HANDICAPPED ORGANIZATIONS, INC./FCHO

1825-A Cogswell Street
Rockledge, FL 32955-3210
(407) 633-6182 Voice/TDD
(407) 633-6282 Fax

CONTACT: Barbara Bernhart,
Rehabilitation Chairperson
(407) 633-6182 or
Phillip Fougerousse,
Vice President
(407) 779-0034

MISSION STATEMENT:

Provide for the advancement of education and public awareness that will promote positive social attitudes toward persons with disabilities
Protect and preserve the civil rights of persons with disabilities in order to promote their overall independence

TYPES OF SERVICES:

- Advocating, lobbying, and educating to meet mission objective

FLORIDA DEPARTMENT OF EDUCATION, DIVISION OF BLIND SERVICES

2540 Executive Center Circle W.
Suite 203
Tallahassee, FL 32399
(904) 488-1330 Voice/TDD
(904) 487-1804 Fax

CONTACT: Susan Babcock,
Program Administrator

MISSION STATEMENT:

Provide rehabilitation services to eligible, legally blind persons of all ages in order to maximize their ability to participate independently and productively in society

TYPES OF SERVICES:

- Assessment
- Counseling
- Medical services
- Supportive services
- Vocational training
- Family and children services

FLORIDA DEPARTMENT OF HEALTH AND REHABILITATIVE SERVICES; ALCOHOL, DRUG ABUSE AND MENTAL HEALTH PROGRAM OFFICE

1317 Winewood Boulevard
Tallahassee, FL 32399-0700
(904) 488-8304 Voice/TDD
(904) 487-2239 Fax

CONTACT: Randy Wilcox,
Acting Assistant Secretary
for Alcohol, Drug Abuse, and
Mental Health

MISSION STATEMENT:

Provide, promote, and evaluate a system of programs and activities which meet the needs of individuals, their families, and communities by addressing the effects of alcohol, other drugs, emotional disturbances and mental illness;

Meet recognized standards for quality of care.

TYPES OF SERVICES:

- Primary Care-emergency stabilization, inpatient, case management residential;
- Rehabilitative-outpatient, day treatment, community support services;
- Preventive-consultation and public education.

FLORIDA DEPARTMENT OF HEALTH AND REHABILITATION SERVICES, DEVELOPMENTAL SERVICES PROGRAM OFFICE

1317 Winewood Boulevard
Building 5, Room 210
Tallahassee, FL 32399-0700
(904) 488-3673
(904) 922-6456 Fax

CONTACT: Kathee Winstead,
Chief of Client Services

MISSION STATEMENT:

Promote opportunities for persons with developmental disabilities to participate in the same life experiences as other citizens of Florida through individually determined levels of supports and services provided in a manner that protects the individual's dignity and worth, while enhancing capability for self-determination and community inclusion

TYPES OF SERVICES:

- Day services, including developmental training
- Family care services
- Guardian advocate referral services
- Medical/dental services
- Parent training .
- Recreation
- Residential services
- Respite services
- Social services
- Specialized therapies
- Supported employment, including enclave, job coach, mobile work crew and follow-along services
- Supported living
- Training, including behavioral programming
- Transportation
- Other habilitative and rehabilitative services as needed

FLORIDA DEPARTMENT OF LABOR AND EMPLOYMENT SECURITY, DIVISION OF VOCATIONAL REHABILITATION

1709-A Mahan Drive
Tallahassee, FL 32399-0696
(904) 488-6210
(904) 488-8062 Fax
(904) 488-2067 TDD

CONTACT: Jay Yourist, Director

MISSION STATEMENT:

Assist persons with disabilities to gain economic independence and recommend that systems achieve community integration to improve the quality of life of such individuals

TYPES OF SERVICES:

- Counseling and guidance
- Physical and mental restoration
- Training
- Maintenance
- Transportation
- Tools and supplies
- Rehabilitation engineering
- Placement

FLORIDA DEPARTMENT OF LABOR AND EMPLOYMENT SECURITY, DIVISION OF WORKERS' COMPENSATION

2728 Centerview Drive
Suite 354
Tallahassee, FL 32399-0664
(904) 488-3431
(904) 922-6779 Fax

CONTACT: Beverly J. Williams, W.C. Administrative Analyst I

MISSION STATEMENT:

Ensure prompt, accurate benefits payment in addition to appropriate and timely services to injured employees to facilitate their gainful re-employment at a reasonable cost to employers

TYPES OF SERVICES:

- Vocational evaluation
- Vocational training and education

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES, RECRUITMENT, EEO/AA SECTION OF STATE EMPLOYMENT ASSISTANCE

317 Carlton Building
Tallahassee, FL 32399-1550
(904) 488-4572
(904) 922-6405 Fax
(904) 922-4081 TDD

CONTACT: Vicki Mehr, Personnel Program Supervisor

MISSION STATEMENT:

Provide guidance to executive branch agencies in the development of sound employment practices in the areas of recruitment, equal employment opportunity (EEO), and affirmative action (AA) to ensure compliance with Federal and State laws and regulations

Coordinate activities to assist agencies in implementation of the ADA, while serving as a clearinghouse of ADA information and resources

TYPES OF SERVICES:

- Training and technical assistance to agencies relating to various employment issues, including the ADA
- Organize training sessions for ADA Coordinators, recruitment coordinators, EEO coordinators, training managers and personnel officers of all executive branch agencies
- Monthly ADA Coordinators' meetings for networking, with training provided as needed
- Use of electronic bulletin board to share with agencies
- Serves as a statewide coordinating office for executive agencies in the areas of recruitment, EEO, and affirmative action
- Promulgate related rules and provide interpretations
- Assist applicants with the state employment process
- Administer state's job vacancy systems
- Develop and publish state's employment application and other employment-related brochures
- Deliver EEO/AA training to all supervisors in state government
- Train agencies in affirmative action plan development
- Review and monitor progress of executive branch agencies in the affirmative action process
- Deliver training in various related topics as needed

FLORIDA DEVELOPMENTAL DISABILITIES PLANNING COUNCIL

820 E. Park Avenue
Suite I-100
Tallahassee, FL 32301
(904) 488-4180
(904) 922-6702 Fax

CONTACT: Keith Kitchens, Strategic Planner

MISSION STATEMENT:

Establish an environment throughout the state that allows its citizens with developmental disabilities to optimize their quality of life

Support the development and expansion of prevention programs that will improve and reduce the occurrence of developmental disabilities

Promote these goals through planning, monitoring, influencing and advocacy activities

TYPES OF SERVICES:

- Activities that serve to increase the independence, productivity, and integration of persons with developmental disabilities in employment

FLORIDA GOVERNOR'S ALLIANCE FOR EMPLOYMENT OF DISABLED CITIZENS, INC.

345 S. Magnolia Drive
Suite D-11
Tallahassee, FL 32301
(904) 487-2222 (904) 922-9619 Fax
(904) 487-2223 TDD

CONTACT: Dr. Carol Ann Breyer, Executive Director

MISSION STATEMENT:

Functions as a policy board to make recommendations to the Office of the Governor on matters regarding the employment of people with disabilities

TYPES OF SERVICES:

- Expand work opportunities for people with disabilities through identification and review of existing programs
- Coordinate resources and agencies serving people with disabilities
- Link with private sector employers
- Provide information on job opportunities and implementation of the ADA
- Maintain a liaison with the President's Committee on Employment of People with Disabilities to assure consistency between national and state priorities (see entry for **President's Committee** on page 25.)

JOB ACCOMMODATION NETWORK/JAN

809 Allen Hall
West Virginia University
P.O. Box 6123 Morgantown, WV 26506-6123
1-800-526-7234 Voice/TDD

CONTACT: Barbara Judy, Director

For ADA Information: 1-800-ADA-WORK
1-800-232-9675 Voice/TDD

Computer Bulletin Board: 1-800-DIAL-JAN
1-800-342-5526 Voice/TDD

MISSION STATEMENT:

Provide international toll-free consulting services that provide information about job accommodations and the employability of people with functional limitations, while preserving the confidentiality of the communication between caller and consultant

Assist in the hiring, retraining, retention or advancement of persons with disabilities by providing accommodation information

TYPES OF SERVICES:

- Hire, retain and promote qualified employees with disabilities
- Provide information on reducing workers' compensation and other insurance costs
- Address issues pertaining to accessibility
- Provide accommodation options and practical solutions

(see entry for the **President's Committee**, JAN's sponsor agency, on page 25.)

SOUTHEAST DISABILITY AND BUSINESS TECHNICAL ASSISTANCE CENTER

1776 Peachtree Road
Suite 310 North
Atlanta, GA 30309
1-800-949-4ADA Voice/TDD
(404) 888-9091 Fax
(404) 888-9098 TDD after 5pm

CONTACT: Shelley Kaplan,
Project Director
(404) 888-0022
or Tom Rafferty,
Business Liaison
(404) 888-0022

MISSION STATEMENT:

Provide information and technical assistance to foster voluntary compliance with the ADA in FL, GA, SC, NC, TN, and KY

TYPES OF SERVICES:

- Information/answer questions
- Provide or arrange for workshops
- Referrals to experts for further assistance

In Florida, contact :

Abilities of Florida
2735 Whitney Road
P.O. Box 4010
Clearwater, FL 34618-4010
(813) 538-7370
(813) 531-6830 Fax
(813) 538-7387 TDD

CONTACT: Debra Black,
ADA Consultant

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, MIAMI DISTRICT OFFICE

1 NE 1st Street
6th Floor
Miami, FL 33132
(305) 536-4491
(305) 536-4011 Fax
Fax (305) 536-4399 TDD

CONTACT: Helia Pico,
Program Analyst

MISSION STATEMENT:

Ensure equality of opportunity by vigorously enforcing federal laws prohibiting employment discrimination based on race, sex, religion, national origin, color, age and/or disabilities

TYPES OF SERVICES:

- Information on all EEOC-enforced laws
- Fact sheets on Title I of the ADA in print, braille, large print, audiotape, and electronic file on computer disk

PRESIDENT'S COMMITTEE ON EMPLOYMENT OF PEOPLE WITH DISABILITIES/PCEPD

1331 F Street N.W.
3rd Floor
Washington, D.C. 20004-1107
(202) 376-6200
(202) 376-6219 Fax
(202) 376-6205 TDD

MISSION STATEMENT:

Represent the President and therefore, people of the United States

Enable all Americans with disabilities to enter and remain in the workforce and thus, increase the overall productivity, prosperity and quality of life in our nation

Encourage strong partnerships on national, state and community levels

Facilitate the communication, coordination and promotion of public and private efforts to empower Americans with disabilities through employment

TYPES OF SERVICES:

- Toll-free telephone service sponsored by the **Job Accommodation Network/JAN** that provides businesses with job accommodation information and technical assistance (see entry on page 23.)

In Florida, contact the **Florida Governor's Alliance for the Employment of Disabled Citizens** (see entry on page 22.)

OTHER PUBLICATIONS ON THE ADA

Your local public library is an excellent source of information on the ADA and can also access information available in other libraries through interlibrary loan. The State Library of Florida, a service of the Florida Department of State, Division of Library and Information Services, also provides information on the ADA and can be accessed through your local public library.

The following bibliography of published materials about the ADA was developed by the Florida Department of State, Division of Library and Information Services, Jim Smith, Secretary, in cooperation with the Pinellas Public Library Cooperative and funded under the provisions of the Library Services and Construction Act grant, as amended, administered by the State Library of Florida. Most of the publications listing which follows was complied from the document, Surveying Public Libraries for the ADA, prepared by J.B. Black, Ed.D., Janet Black, B.Ind., Ruth O'Donnell, M.L.S., and Jane Scheuerle, Ed.D. and provided by the State Library of Florida for use in this publication.

BOOKS, ARTICLES, AND PAMPHLETS ON THE ADA:

The Americans with Disabilities Act is available for $1.50 from the U.S. Government Printing Office, Washington DC 20402. Request document no. 869-010-000-96-1. Make check or money order payable to The Superintendent of Documents. For VISA or Master Card payments, call (202) 783-3238.

Americans with Disabilities Act, National Council on Disability. Order from NCD, 800 Independence Ave., SW, Suite 814, Washington, DC 20591.

ADA: A Summary of the Law and Its Impact on People with Mental Disabilities, National Mental Health Association. $5.00. Order from MNHA, 1021 Prince St., Alexandria, VA 22314.

ADA: An Analysis, Business Publishers, Inc. $12,95, prepaid. Order from BPI, 951 Pershing Dr., Silver Spring, MD 20910.

ADA: An Easy Checklist, National Easter Seals Society. $.75 each + postage. Order from NESS, 70 E. lake St., Chicago, IL 60601. Publication E-69.

ADA: An Opportunity for All, National Association of Rehabilitation Facilities. $.50. Order from NARF, P.O. Box 17675, Washington DC 20041.

The ADA: Your Responsibilities as an Employer, U.S. Equal Employment Opportunity Commission. Order from EEOC, 1801 L St., NW, Washington DC 20507.

ADA Compliance Evaluation Survey, CEEM Publications. $79.95 plus $4.95 shipping/handling. Order from CEEM by phone at 1-800-745-5565.

ADA Compliance Guide, Thompson Publishing Group, 1725 N. Salisbury Blvd., Salisbury, MD 21801-0330. $198.00 per year for the guide and monthly news bulletins.

The ADA and HIV: What Employers Need to Know Now, National Leadership Coalition on AIDS. $5.00. Order from the Coalition, 1150 17th St., NW, Suite 202, Washington DC 20036.

The ADA in Brief, President's Committee on Employment of People with Disabilities, 1111 20th St., NW, Washington DC 20036 and The Architectural and Transportation Barriers Compliance Board, 1111 18th St., NW, Washington DC 20036.

ADA Management Kit, Mainstream, Inc. $39.95. Order from Mainstream, P.O. Box 65183, Washington DC 20035.

Americans with Disabilities Act Handbook, EEOC and Department of Justice. $30.00. Order from the Government Printing Office, Superintendent of Documents, P.O. Box 371594, Pittsburgh, PA 15250-7954. Order from S/N 052-015-00072-3. Loose-leaf notebook with analysis of the regulations (Titles I, II and III) by the agencies that wrote them, accompanied by useful appendices.

Americans with Disabilities Act of 1990: Law and Explanation, Commerce Clearing House, Inc. $10.00. Call 1-800-248-3248 to order. Catalog #4998.

Employer Guide: How to Successfully Supervise Employees with Disabilities, President's Committee on Employment of People with Disabilities. Free. Order from the President's Committee, 1111 20th St., NW, Suite 636, Washington DC 20036-3470.

Employer Guide: Simple Steps to Job Accommodation, President's Committee on Employment of People with Disabilities. Free. Order from the President's Committee, 1111 20th St., NW, Suite 636, Washington DC 20036-3470.

Fasman, Zachary D., Mary C. Dollarhide, and Jeffrey M. Hahn, *What Business Must Know About the Americans with Disabilities Act*, U.S. Chamber of Commerce. Order from the U.S. Chamber of Commerce, Resources Policy Department, 1615 H St., NW, Washington DC 20062. Publication #0230.

Fighting for the Rights of Disabled Employees: An AFSCME Guide, originally developed in 1984 by the American Federation of State, County and Municipal Employees, updated in 1990. Available free to AFSCME members from AFSCME International Research Department, 1625 L St., Washington DC 20036.

Handicapped Requirements Handbook, Thompson Publishing Group. 1725 N. Salisbury Blvd., Salisbury, MD 21801-0330. $147.00 per year, 2 vol., loose-leaf monthly update.

Library Resources on the Employment of Individuals with Disabilities, U.S. Equal Employment Opportunity Commission Library, November, 1990. Free. Order from the EEOC Library, 1801 L St., NW, Washington DC 20507.

Reading, Willing, and Available: A Business Guide for Hiring People with Disabilities, President's Committee on Employment of People with Disabilities. Free. Order from the President's Committee, 1111 20th St., NW, Suite 636, Washington DC 20036-3470.

Resource Directory for the Americans with Disabilities Act, U.S. Equal Employment Opportunity Commission, 1992. $10.00. Available from Warren Gorham Lamont, 210 South St., Boston MA 02111-2797 or call 1-800-950-1201.

"Special ADA Issue," *In the Mainstream*, Vol. 15, No. 4, July-August, 1990.

Technical Assistance Manual for the Americans with Disabilities Act, U.S. Equal Employment Opportunity Commission, 1992. $10.00. Available from Warren Gorham Lamont, 210 South St., Boston MA 02111-2797 or call 1-800-950-1201.

Towers-Crowley, S., *ADA Primer: A Concise Guide to the Americans with Disabilities Act of 1990*, Maxwell Macmillan, 1990.

Understanding the ADA, Eastern Paralyzed Veterans Association. Free. Order from EPVA, 75-20 Astoria Blvd., Jackson Heights, NY 11370.

Worklife: A Publication on Employment and People with Disabilities, Vol. 3, No.3, Fall, 1990. (Special issue on the ADA.)

The Workplace Workbook: An Illustrated Guide to Job Accommodations and Assistive Technology, by James Muller. Dole Foundation, 1990. Order from Resna Press or Dole Foundation, 1819 H St., NW, Suite 850, Washington DC 20005-3603.

VIDEOS ON THE ADA:

The Americans with Disabilities Act...And Justice for All, West Virginia University. 57 min., color, open captioned.

A Challenge to America: The Americans with Disabilities Act, RPM Press. 36 min., color.

Breaking The Attitude Barrier, MTI Film and Video, Northbrook, IL. 23 min., captioned.

Nobody is Burning Wheelchairs, National Easter Seals Society. 18 min., color.

Open For Business: A Video, Disability Rights Education and Defense Fund, Inc. Package of 4 includes 15 minute and 30 minute versions in color with audio description and closed captions. Contact 510-6444; TDD 510- 644-2626.

Part of the Team: People with Disabilities in the Workforce, National Easter Seals Society. 30 min., available in 3/4 inch and open captioned, 1990. $15.00. $25.00 for 3/4". Order from NESS, Communications Department, 70 E. Lake St., Chicago, IL 60601.

This booklet is available in Braille, large print, audiotape and electronic file on computer disk. To obtain accessible formats call the

FLORIDA GOVERNOR'S ALLIANCE OFFICE
(904) 487-2222 (Voice);
(904) 487-2223 (TDD);
(904) 922-9619 FAX

CALLING 800...

NOTE: Below is a summarized list of 800 number organizations for quick reference. However, users are urged to check booklet descriptions of agencies before using numbers provided here.

ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD:
1-800-872-2253 V/TDD

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION:
1-800-USA-EEOC
1-800-800-3302 TDD

JAN ADA INFORMATION:
1-800-ADA-WORK
1-800-232-9675 V/TDD

JAN COMPUTER BULLETIN BOARD:
1-800-DIAL-JAN
1-800-342-5526 V/TDD

SOUTHEAST DISABILITY AND BUSINESS TECHNICAL ASSISTANCE CENTER:
1-800-949-4232

BEST COPY AVAILABLE